

**Waupaca County Finance and Human Resource Committee
Minutes – July 13, 2016**

Chr. Federwitz called the meeting to order at 9:00 a.m. and gave the opening meeting statement.

Roll Call: Chr. Federwitz, Suprs. Barrington, Craig, Fleese, Penney, Murphy, Neumann and Co. Bd. Chr. Koeppen, members present: Others present: Mary Robbins, Heidi Dombrowski, Diane Meulemans, Terrie Tews, Brent Wyland, Amanda Welch, Chuck Price, Clyde Tellock, John Francis, Al Kraeger, Penney Tank, Brad Hardel, Brian Haase, Ron Hansen, Jesse Cuff, Mike Mazemke and Ryan Brown.

Review and Approve Agenda. Motion: Supr. Penney moved and Supr. Neumann seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes of the previous meetings. Motion: Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to approve the minutes of the previous meetings; June 8, 2016. The motion carried without a negative vote.

Public Input. – None.

Finance Director's Report – Heidi Dombrowski. Reviewed Update of Budget 2016 and the Capital Improvement Projects.

Heidi discussed IT HIPAA Security Compliance has been placed on hold, we need 2 more quotes, Corporation Counsel solicited other RFQs. Heidi explained tracking expenses for courthouse security. 2017 Budget Progress, budget worksheets will be out by the end of the week.

Vouchers: Motion: Supr. Barrington moved and Supr. Craig seconded the motion to approve the monthly vouchers. The motion carried with Co. Bd. Chr. Koeppen abstaining from the vote.

Treasurer's Report- Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$1,462,807.10. They have begun collecting the second half of taxes. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

Information Systems – Brent Wyland, Network Administrator. Brent gave the Information Systems monthly report.

Motion to pay monthly bills: Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to pay the bills. The motion carried without a negative vote.

Highway Special Building Committee Update – Hwy Commissioner Casey Beyersdorf. Discussion on the direction that the County wants to go for the Highway Department, they need to know full construction or maintenance only. This will determine the scale of the new building, that it is designed correctly the first time. The design is 5 to 6% of the total cost of the project. He answered questions on the size, location and DNR wetland area. A map was shown as to the location and a view of the land and a basic drawing of the first proposal. Discussion on Parks Dept. or Sheriff's Dept. having room for any buildings; Parks Director John Francis indicated that they would not need to be included in this project. Sheriff Hardel said they do need more space for storage of evidence, they need an area that would not be tampered with and the chain of control can be established. There may not be enough room on this site, maybe look at the existing/vacated highway building or other county owned land or buildings. An Executive Committee meeting will be set up to discuss these options.

Human Resource Director Amanda Welch. Mandy presented her monthly report; recruitment & terminations, wage/benefit issues, labor relations; which is on file in the Clerk's office. Mandy explained that WRS went up slightly. Protective 1.2%, 2017 wages 1% or .5% was discussed at Human Resource Committee. Reviewed unemployment costs Lakeview is 12 of the total at \$11,967.39.

Res. No. 9 (2016-2017) Purchasing Asset Manager. Finance Director Heidi Dombrowski explained this newly created position will be to help track all county assets, manage the Purchasing Ordinance, and assist in creating RFP's, tracking contracts and grant dollars. This is not like the Purchasing Agent we had in the past; this position will be under the Finance Director and not a separate Department Head. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve forwarding this resolution for a Purchasing Asset Manager at a grade level WC 11 to the full County Board to be paid out of the contingency fund. The motion carried without a negative vote.

Res. No. 10 (2016-2017) Environmental Resource management Department Reorganization(DERM). The DERM will cease to exist and the Land & Water Conservation Department will be separated out with the County Conservationist Brian Haase as the department head. Parks/Solid Waste/Recycling will be a separate department with John Francis as the department head. This will be funded by the savings create by the reorganization; the annual savings for this department will be \$39,000. **Motion:** Supr. Barrington moved and Supr. Murphy seconded the motion to forward this resolution to the full county board. The motion carried without a negative vote.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of June \$17,041.47. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Adjourn: Motion: Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to adjourn at 10:20 a.m. The motion carried without a negative vote.

Mary A. Robbins, County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.